厚木基地空席広報
VACANCY ANNOUNCEMENT

広報番号： Announcement No.	**A-09-102**
初回選考締切り日： 1st Cut Off Date	**04 NOV 2009**
募集締切日: Closing Date	20 JAN 2009*
発行日： Date of Issue	**21OCT 2009**

1.職種名 Job title (等級 Grade _1-5_ ／語学等級 LAD _3_)
IT Assistant (Data Management), MLC #548

見習い採用の可能性　　　　　　　☐ 無 No　☒ 有　Yes
Acceptance at Lower Grade Trainee　　見習い等級 Trainee Grade: 1-4

☒ 事務系　　☐ 技能系　　☐ 保安・消防系　　☐ 医療系
Administrative　Trade & Service　Security & Fire　　Medical

募集人数
No. of Recruitment

1　名

4.募集範囲 Area of Consideration
☒ 現 MLC/IHA 従業員（部隊内）
Current MLC/IHA Employee within Activity
☒ 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance
☐ 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide
☐ 外部 Off Base Applicant

2.部隊 Activity
Local Network Service Center Atsugi, NCTSFE DET Atsugi Japan,
U. S. Naval Computer and Telecommunications Station, Far East
勤務場所 Working Place: 綾瀬市大上厚木基地　　　　Ayase, Oogami, Atsugi Base

5.雇用の種類 Type of Employment
☒ **MLC**
☐ IHA
☐ 時間制 HPT
☒ **常用 Permanent**
☐ 限定 Limited Term (__ヵ月 Months)

3.勤務時間 Work Schedule (週_40_ 時間制hr/wk)
勤務日 Work Day: Mon - Fri
勤務時間 Work Hours: 0745-1630, Recess: 1145-1230
☐ 夜勤 Night Shift　　☒ 残業 Overtime　　☒ 出張 Business Travel

6.職務内容 Duties
See attached sheet.

7. 職務状況 Working Condition:

8.資格要件／身体条件 Qualification/Physical Requirements
BWT-1-5
- One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related field, OR completion of bachelor degree in the related field.
- Knowledge of NALCOMIS, AV3M/NAVFLRS, Networking OSP/ISP Infra.
- Skill in operating a personal computer system (MS Word, Excel, Access, Power Point), and COMPTIA Network+/Security+, and Data Base Management.
- Ability to speak, read and write English at fluent proficiency level (LAD-3).
- Regular Driver's License (AT Restriction is NOT acceptable).
*Those who do not fully meet above requirement may be considered for lower grade trainee.
BWT 1-4
- One year of any clerical, technical, or administrative work experience or completion of 4-years college/university in any field.
- Basic knowledge of WAN/LAN Networking.
- Skill in operating a personal computer system (MS Word, Excel).
- Other factors will be considered in conformity to the target grade.
*A handicapped applicant may be accepted, depending upon the degree and kind of disability.
[Eligibility for MLC Employment]
- Non-Japanese Applicants: Only those who possess permanent residency visas are eligible. Please attach a copy of alien registration certificate (both front and back sides) and copy of your passport (picture and visa stamp pages)   to your application.
- Former US Military Members: Please attach DD Form 214 to your application. Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel and attach the approval letter to be considered.
- SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment.

英語力 English Language Proficiency :　☐必要なし None ☐初級 Basic ☐中級 Intermediate ☒上級 Advanced ☐特段の能力 Exceptional

学歴 Educational Background : See block #8	免許証／修了証 License/Certificate Required : See Block #8

9.提出するもの Application and Associated Documents

*☒ 空席応募用紙 (表・裏面)　 Application for Vacancy Announcement (HROY Form 1, Front & Back) http://hro.cnfj.navy.mil
*☒ 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnfj.navy.mil
*の記入は Complete * in ☐ 日本語で Japanese　☒ 英語で English　☐ どちらでも Either

ＨＲＯ様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、国籍、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴（会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など）。
To be considered for selection, resume must include at least the following information: Announcement number, full name, citizenship, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled.

☒ 各免許証・資格証明書・修了証明書のコピー Copy of license/certificate.
☒ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)
☒ 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)
☒ 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicants, copy of Alien Registration Card and Passport/Visa.

問い合せ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
担当部署／担当者名 Office/POC HRO Atsugi Satellite Office 厚木基地人事部 ☎ 046-763-3426 / 3624 / 3427 (DSN) 264-3426 / 3624 / 3427	〒252−1101 神奈川県綾瀬市大上 Oogami, Ayase-Shi, Atsugi Base 厚木基地人事部 HRO BOX12	**PDN:** **NCTSFE-ATN8-022**

＊履歴書及び添付書類は所定の締切日午後三時までに上記住所必着のこと。
　　　　Send application and attachments to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement.
＊応募時点で MLC/IHA 規定の雇用資格を満たしていない応募者は選考の対象となりません。
　　　　Ineligible applicants will not be referred for consideration.
＊提出された応募書類はお返ししません。Submitted applications will not be returned.
＊初回選考締切日以降は、一週間毎の締切りとなります。尚、選考決定により上記募集締切日を待たずに締切となることがあります。
　　　　After 1st Cut Off Date, collection of applications will be cut off weekly. Announcement may close before closing date above due to
decision of selection.

6.職務内容 Duties

The incumbent of this position is assigned to the infrastructure section of NCTSFE DET Atsugi Local Network Service Center (LNSC). The incumbent provides various administrative and management assistance to networking infrastructure manager and a senior infrastructure engineer person in the delivery of networking to the commands, tenants and customers as described for details below. Performs AV-3M and NAVFLIRS daily and monthly runstream and associated operations which are the record subsystems of the Naval Aviation Logistics Command Management Information System (NALCOMIS). Provides the customer support services in all area discussed below including coordination with customers, installations, modification, troubleshooting, and/or training as required.

Assists a networking infrastructure manager and a senior infrastructure engineer person in all delivery of networking services to customers per tasked and assigned. Provides any administrative and management supports to conduct the on-site survey, internet research for materials and services, preparation, installation, modification, updating, testing, troubleshooting and repair of Navy ONE-net and Legacy NIPRNET and SIPRNET LAN infrastructure. Conducts the site survey with senior infrastructure engineer persons and prepare the materials and services for installation. Provide assistance to the Base Communication Office (BCO) engineers for installation when it is tasked. Work includes the installation of outside cable (OSP) and the inside building cable (ISP) and ensure that networking OSP and ISP are installed as designed. Provide assistance to manage the existing Category 5E and 6 ISPs. Assist for preparation, installation and management of Fiber OSPs and T-1 connectivity, and troubleshooting various connectivity problems. Under the installation work, much of the work is performed in manholes, building ceilings or in office spaces where space is limited or work requires the completion of repetitive tasks with small handheld tools.

Secondary point of contact in the support, monitoring, and management of AV-3M and NALVLIRS records sub-systems. Assist a NALCOMIS system administrator for daily/monthly the application program runs and operations for the Aviation Maintenance and Material Management (AV-3M) system include command customers in Guam, Naval Flight Record Subsystem (NAVFLIRS). AV-3M function include daily update of AV-3M master file, creation of daily runstream audit reports for customers, monthly updates of generation of various reports. Directly contacts with the on-site customer point of contact persons for support services, coordinate activities for the scheduling of runs the application programs and patches, provide any assistance to end-user customers for the report results and the correction of failed customer input records. All reports are provided to the customers for review and eventually forwarded to NALDA (COMNAVAIRSYSCOM) and CNAP (COMNAVAIRPAC) over the e-mail thru networking system upon check and review by a primary NALCOMIS system administrator. NAVFLIRS functions include receiving data via e-mail or downloading from FTP thru networking system. Upon receiving data, upload them into the daily runstream and addition to the master file, production of Daily/monthly reports for customer verification, process extract file.

Assistance in the management of IT security. Assists the Information Assurance Security Manager (IAM) and officer (IAO) in conducting information systems security evaluations, audits, and reviews and the implementation of information security measures for NALCOMIS networking system and associated record subsystem.

Performs other duties as assigned by director or MLC senior supervisor.